

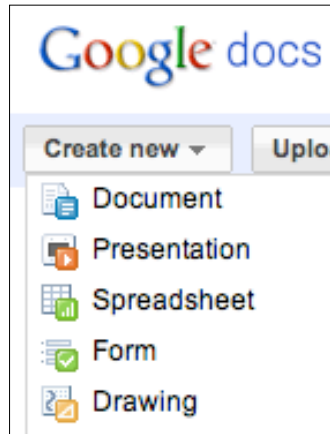
# Google Docs Form/Survey



## Step #1: Log into the Google Docs Web Site:

<http://docs.google.com> using your e-mail and password. (if you have not yet created an account you will need to take care of that with the link on the right)

**Step #2:** Once your Google Docs account opens, click on the **“Create new”** button in the top left corner to access **“Form”** in the pull down menu.



**Step #3:** A pop-up window will open where you can begin creating your form/survey. First you will want to name your form—Drag over the text, “Untitled form” in the rectangle in the

top left corner and name the form. In the rectangle below the name you can include any help text for those completing the form/survey.

**Step #4:** You can now begin adding questions to your survey/form. (see the diagram at right for more details)

**Step #5:** Once you are done adding questions to the form/survey, click **SAVE** in the top right corner. **Copy the web address at the bottom so that you can “send out” your form**, add it to a web page, newsletter, etc. so that people can click the link and answer the form.



**Add additional items or change the theme with these buttons**

**Click SAVE when done.**

**Type the form/survey name here.**

**Type your question in the top rectangle, select the question type and decide if you want the question to be required by checking the box**

**The pencil is for editing, the second icon is for duplicating and the trash can is for deleting a question**

**Two questions are created with each new form. Additional items can be added with the button at the top left. (delete with the trash can icon)**

**This is where you find the web address of the survey that can be shared with anyone.**

You can view the published form here: <https://spreadsheets.google.com/viewform?formkey=dGRmU3ZlUEY4Y3JUWXJTREQ2N1E2MGc6MQ>

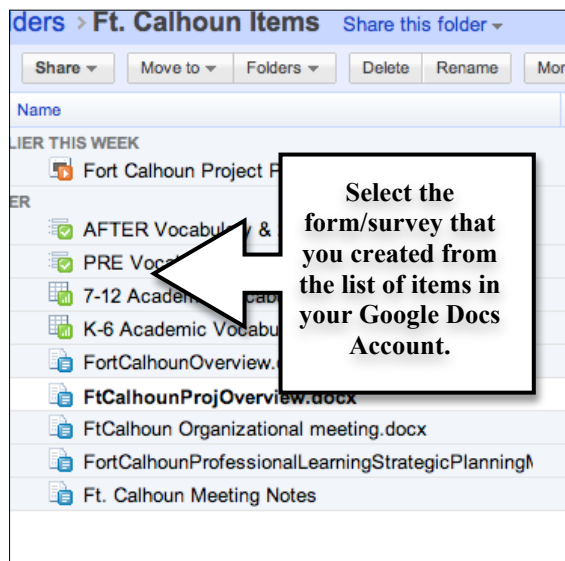
## To see the results after people have answered your form/survey:

### Step #1: Log into the Google Docs Web Site:

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**Step #2:** You will see the form/survey listed in the documents, open it by double clicking the name you gave your form.

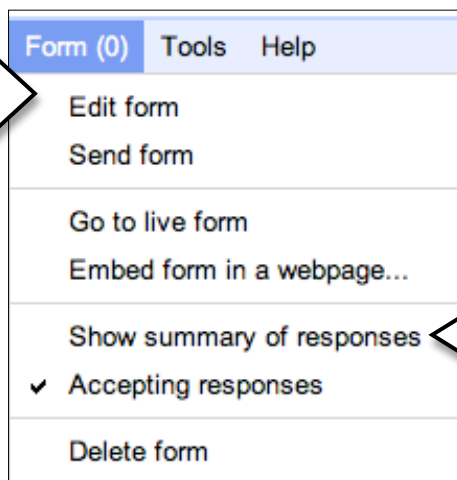
**Step #3:** You will see the survey results in spreadsheet format. If you want to see the results charted, go to **FORM** in the Google Docs menu and select “Show Summary of Responses” You will see the results from the survey/form charted and graphed.



	A	B	C	D	E	F	G
	Timestamp	How many times have you been bullied at school this year	How many times have you seen bullying in school within the last month?	What types of bullying have you seen happen to yourself or other people?	Where does bullying happen most often?	Untitled Question	When does bullying happen most often?
1	11/8/2010 10:58:48	Never	Never	Name calling, teasing, making fun of someone, threats, hitting, kicking, pushing, stealing or damaging someone's belongings	Recess		Before or after school
3	11/8/2010 10:59:21	Never	1-3 times	Name calling, teasing, making fun of someone, hitting, kicking, pushing	Recess		
4	11/8/2010 10:59:38	Never	Never	Name calling, teasing, making fun of someone, threats, excluding someone from an activity, lunch, recess, etc, hitting, kicking, pushing, stealing or	Recess		During Recess
5							

This is the spreadsheet format of the results that are time stamped with questions appearing at the top and the responses in the cells below.

To edit your form, select “Edit Form” from the Form drop down menu



Select “Show Summary of Responses” to see your form/survey results charted